



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 19, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 20, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 2, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's Child Passenger Safety Technician Certification must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Occupant Protection Coordinator
Bureau of Safety Programs and Engineering
Office of Program Development
Springfield

Attachments
41135

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, August 2, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's Child Passenger Safety Technician Certification must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Occupant Protection Coordinator

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-65-803-22-01

IPR#: 41135

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Safety Programs and Engineering/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for coordinating the Bureau's occupant protection programs including but not limited to Adult Occupant Protection, Click It or Ticket and Child Passenger Safety.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Certified Child Passenger Safety Technician
- Districtwide and out-of-state travel which may require overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in public administration, public health, communications, business management or safety
- Five years' experience in public administration, public health, communications, business management or safety, or equivalent combination of experience and training
- A minimum of two years' experience working with occupant protection programs involving federal rules and regulations; highway safety-related grants/programs; professional training; public speaking; event coordination; program management or mass communications

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	5-20-16	POSITION:	Occupant Protection Coordinator
APPROVED BY:	<i>Priscilla Tobias</i>	OFFICE/DIVISION:	Program Development/Bureau of Safety Programs and Engineering
CODE:	PW414-23-65-803-22-01	REPORTS TO:	At-Risk Behavior Unit Manager

Position Purpose

This position is accountable for coordinating the Bureau's Occupant Protection programs including, but not limited to, Adult Occupant Protection, Click It or Ticket and Child Passenger Safety.

Dimensions

Local Occupant Protection Projects:	100-150 annually
Statewide Occupant Protection Programs:	6-10 annually
Annual Occupant Protection Highway Safety Funds:	\$5 million federal annually

Nature and Scope

This position reports to the At-Risk Behavior Manager as do the Impaired Driving Coordinator and the Special Safety Programs Unit Manager. The Traffic Safety Liaisons (i.e., contractual staff) will report to this position.

This position is responsible for overseeing the entire occupant protection program for the Bureau, which includes, but is not limited to, the following statewide programs: Adult Occupant Protection, *Click It or Ticket (CIOT)* and Child Passenger Safety (CPS) programs. The incumbent is responsible for managing all or selected major occupant protection programs that are being conducted throughout the State. Duties performed by the incumbent fall into three broad areas: maintaining contact with state and local governmental agencies; serving as the Department's specialist in the occupant protection area; and, coordinating the various data-driven occupant protection programs for the Bureau.

The greatest challenge to this position is designing a data-driven program that will have a positive effect on the attitudes and behaviors of the general public and that will increase the use of occupant protection systems. The incumbent must identify through a data-driven process viable public information and education incentive programs that may be used by public and private agencies to encourage seat belt use and correct car seat use.

The Adult Occupant Protection program will focus on "hard-to-reach" individuals in a statewide effort to increase seat belt usage and reduce fatalities involving unbelted drivers or passengers. The program responsibilities include coordinating *Click It or Ticket* campaigns on a statewide level including paid and earned media, educational outreach and organizing large scale events.

The *Click or Ticket* campaigns require coordination with Department's Office of Communications staff to select and secure locations and speakers for press events; utilizing local media lists to gain earned media during the major campaigns and working with Communications staff to approve talking points, meeting agenda, press releases and commercials prior to press events/campaigns.

Participation in all pertinent conference calls/meetings prior to press events is required as well as securing partners/target audience for statewide outreach efforts. This position also updates all materials on applicable websites and orders print materials for distribution during campaigns.

Child Passenger Safety (CPS) is a primary focus of this position. The incumbent oversees the statewide implementation of community car seat checks, 4-day technician certification courses, renewal classes for technicians with lapsed certifications and Continuing Education Unit (CEU) opportunities including update courses and on-line courses. Duties include determining locations and dates for courses, securing instructors and necessary supplies for all courses and promoting these courses through local, regional and statewide channels as appropriate.

The incumbent will notify technicians statewide of Seat Check Saturday and encourage their participation in the National campaign; foster statewide partners for CPS Week and Seat Check Saturday; distribute Seat Check Saturday event kits to all sites; collect all follow-up data from Seat Check Saturday events and report to the National Highway Traffic Safety Administration (NHTSA) and CPS Week partners. In addition, s/he will work with CPS technicians to ensure recertification requirements are completed in a timely manner. S/he will update all applicable CPS websites with current information for parents, caregivers and technicians; coordinate outreach events; plan CPS press events as appropriate; as well as participate in the IL CPS Advisory Board as the Chairperson.

The incumbent will aid in developing, revising, and implementing the Occupant Protection Emphasis Area in the Illinois Strategic Highway Safety Plan (SHSP), which will incorporate the Department's annual National Highway Traffic Safety Administration (NHTSA) Highway Safety Plan (HSP). The incumbent is afforded broad latitude in the development of the data-driven occupant protection program activities for the Bureau. S/He is guided by the general policies of the Department and Bureau as well as federal and state guidelines and regulations governing the use of program funds. All program activities are subject to the approval of the Bureau Chief of BSPE.

The incumbent establishes and maintains communication with state and local agencies involved with occupant protection programs. S/He also must maintain effective communications with national and state organizations to promote programs. Travel throughout the State is required to attend meetings and promote and/or monitor occupant protection projects.

The effectiveness of these programs can be determined by the success of the various state and local projects in increasing seat belt and car seat usage statewide and in the successfulness of the incumbent in the promotion of programs that are accepted by the public.

Principal Accountabilities

1. Coordinates the Bureau of Safety Programs and Engineering's occupant protection programs and serves as the resource person on all occupant protection safety programs.
2. Aid in developing, revising, and implementing the Occupant Protection Emphasis Area in the Illinois Strategic Highway Safety Plan (SHSP).
3. Assist in the planning, preparation, development and administration of the annual Illinois Highway Safety Plan (HSP) in regards to the Occupant Protection Program.
4. Maintains contact with federal, state and local governmental officials to keep abreast of current occupant protection issues and assist in the development and preparation of occupant protection projects.
5. Represents the Bureau on national and/or state occupant protection committees and at their respective meetings.
6. Participates with and/or co-sponsors functions with local groups or advisory committees.
7. Manages selected occupant protection projects which includes reviewing reports, processing claims for reimbursement, project monitoring and evaluations.

8. Coordinates special public information and education activities statewide in conjunction with nationally recognized events and programs.
9. Conducts presentations and/or training sessions to state, local and private groups on occupant protection as requested.
10. Assists the state and local grant administrators in the development and management of the various projects funded in support of occupant protection issues.
11. Assists with revisions of project specifications for the various occupant protection related projects conducted by the Bureau.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
13. Other duties as required or assigned.